

INDIAN AFFAIRS MANUAL

Part: 1

Indian Affairs Directives System

Chapter: 4

Handbooks

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4.1 Purpose. Handbooks are designed to provide technical information or detailed guidance which is specific to an activity, program, or function. Handbooks are not directive in nature, rather, they are used to explain how to comply with directives. Handbooks may also be used to compile directives from other sources in a manner useful to a particular program or organization.

4.2 Conformance with Policy. Those authorized to issue handbooks are responsible for ensuring that the processes and procedures provided in the handbooks are in conformance with applicable statutes, regulations and policies, and that such handbooks are consistent with the directives contained in this Manual.

4.3 Authority to Issue. For each program or activity which relies on handbooks to supplement the information provided in the IAM, with the exception noted in 4.3 D, the corresponding part of this Manual will reference the use of the specific handbook(s) issued by headquarters offices.

A. Central Office Officials. The Commissioner, Deputy Commissioner, the heads of the offices reporting directly to the Assistant Secretary - Indian Affairs, and all Central Office Directors are authorized to issue handbooks for programs and functions within their scope of responsibility.

B. Area Directors. Each Area Director is authorized to issue handbooks for processes and procedures to be followed within the Area. Area Directors will reference any handbooks they issue in an appropriate section of the Area Directives.

C. Irrigation Project Managers. Each manager of an irrigation project is authorized to issue a handbook on the operation, maintenance and other aspects of irrigation project management required for the efficient operation of the system.

D. "Owners" of Automated Systems. Any organizational unit which has been designated as an "owner" of an automated system is authorized to issue handbooks which will serve as users' guides to the system. Users' guides to automated systems need not be referenced in the corresponding part of the IAM.

4.4 Scope.

A. Central Office Handbooks. Compliance with the procedures and guidance contained in handbooks issued by Central Office officials may be limited to some or all Central Office employees or may apply to all Indian Affairs organizations administering a particular program or performing a particular function. Each handbook will clearly state the scope of the guidance.

(1) Tribal governments or tribal organizations operating Indian Affairs' programs under grants, contracts or compacts authorized by the Indian Self Determination and Education Assistance Act, as amended, (25 U.S.C. §450 *et seq.*) may be required to comply with procedures contained in handbooks only if required by statute or regulation. Any chapters in this Manual which reference handbooks which are applicable to tribal contractors/grantees/compactors will clearly state the statutory or regulatory basis for requiring such compliance.

(2) Through the process of negotiation, tribal governments or tribal organizations may agree to follow certain procedures contained in handbooks which are not otherwise required by statute or by regulation.

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B. Area Office Handbooks.

(1) Compliance with area handbooks is limited to the specific area. Within that area, the scope may be limited or it may apply to all Area Office employees. Each handbook will clearly state the scope of the coverage.

(2) Through the process of negotiation, tribal governments or tribal organizations operating contracts, grants, or compacts funded by BIA may agree to follow certain procedures contained in area handbooks which are not otherwise required by statute or by regulation.

C. Irrigation Handbooks. Compliance with irrigation handbooks issued by project managers is limited to the particular irrigation system.

4.5 Format. Handbooks may be presented in any style which best conveys the information or instructions contained in the handbook.

4.6 Distribution.

A. Within Indian Affairs. The office issuing the handbook is responsible for the appropriate distribution within Indian Affairs.

B. To Tribal Contractors/Grantees/Compactors. If an Indian tribe or tribal organization is required to comply with the provisions of any handbook or agrees to comply through a negotiated process, the awarding official is responsible for providing a copy of the applicable handbook to the tribe or tribal organization.

C. To the Public. The office issuing the handbook is responsible for making copies available to the public for inspection or copying.